

REGULAR MEETING OF THE DOWAGIAC CITY COUNCIL

Municipal Building, 241 S. Front Street, Dowagiac, Michigan

Monday, March 10, 2014, 7:00 p.m.

AGENDA

- CALL TO ORDER -Mayor Donald D. Lyons
- PLEDGE OF ALLEGIANCE TO THE FLAG -Mayor Donald D. Lyons
- ROLL CALL -Mayor Donald D. Lyons
-Mayor Pro-Tem Leon Laylin
-Councilmember Charles Burling
-Councilmember James Dodd
-Councilmember Randall Gross, Sr.
-Councilmember Lori Hunt
-Councilmember Bob Schuur
- APPROVAL OF MINUTES OF PREVIOUS MEETING – February 24, 2014
- QUESTIONS FROM CITY COUNCIL –
- COMMENTS FROM THE AUDIENCE (NON-AGENDA) –
- COMMENTS FROM THE AUDIENCE (AGENDA) –
- COMMUNICATIONS –
1. Community-Wide Garage Sale Weekend, May 16-17, 2014
 2. Event Center in Conjunction with the Summer in the City Festival, July 24-27, 2014
- CITY MANAGER REPORTS –
1. Lawn Mowing Bid Award
 2. Russom Park Playground Bid Award
- RESOLUTIONS –
1. Resolution to authorize and direct the City Treasurer to pay the following bills and payroll due: (Roll Call)

BILLS
\$194,092.19

PAYROLL (12)
\$121,682.49

TOTAL
\$315,774.68

CITY MANAGER REPORT ON QUESTIONS FROM COUNCIL FROM PREVIOUS MEETINGS –

COMMENTS FROM CITY OFFICIALS –

ADJOURNMENT –

Kevin P. Anderson
City Manager

Attachments

DOWAGIAC CITY COUNCIL MEETING

Monday, February 24, 2014

A regular meeting of the Dowagiac City Council was called to order by Mayor Pro-Tem Leon D. Laylin at 7:00 p.m.

Mayor Pro-Tem Laylin led the Pledge of Allegiance to the flag.

PRESENT: Mayor Pro-Tem Leon D. Laylin; Councilmembers Bob B. Schuur, Charles K. Burling, James B. Dodd, Randall G. Gross, Sr. and Lori A. Hunt

ABSENT: Mayor Donald D. Lyons.

STAFF: City Manager Kevin P. Anderson and Department of Public Services Director James Bradford.

Councilmember Dodd moved and Councilmember Burling seconded that the minutes of the February 10, 2014 meeting be approved.

Approved unanimously.

COMMENTS FROM THE AUDIENCE (NON-AGENDA)

Junior Oliver, representing the Cass County Economic Development Corporation regarding County road opening.

CITY MANAGER REPORTS

1. Settlement Agreement

From the City Manager:

SETTLEMENT AGREEMENT

We have received notification from Allan Vander Laan of Cummings, McClorey, Davis & Acho, PLC, on behalf of our insurance carrier, the Michigan Municipal Risk Management Authority (MMRMA) that a settlement agreement has been reached in the personal injury case of Edmond Jaco, Jr. v City of Dowagiac, et al. The Stipulation and Order of Dismissal are expected to be filed in court at the end of this month or upon receipt of the signed Release and Settlement Agreement from Mr. Jaco's attorneys. Settlement is in the amount of \$75,000 which will be paid through our retention fund with MMRMA.

Under the terms of our policy with MMRMA, they have the right and duty to defend and settle any lawsuit seeking damages against the City. In this instance, MMRMA does not recommend continued litigation, which would result in additional attorney and court expenses.

RECOMMENDATION

DOWAGIAC CITY COUNCIL MEETING

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I recommend that City Council acknowledge and concur with the Michigan Municipal Risk Management Authority recommendation to settle the matter between Jaco v City of Dowagiac, et al, in the amount of \$75,000.

Councilmember Burling moved and Councilmember Gross seconded that the recommendation of the City Manager be adopted.

ADOPTED unanimously.

2. Purchase of Ford Pickup Truck

From the City Manager:

PURCHASE OF PICKUP TRUCK

The City's snow plow truck, unit number 9, has experienced problems with the transmission and is no longer operational. It is 13 years old and has over 133,000 miles on it. Staff looked seriously at replacing this vehicle during the previous budget year, but the decision was made to continue to operate the vehicle until the next large repair to the vehicle was necessary. Because the cost for repairing the transmission is quite costly, it is in the best interest of the City to replace the vehicle rather than repair it. The vehicle is fully depreciated and money for replacement has been set aside in the Motor Pool Fund.

Attached is information from DPS Director Jim Bradford, which includes three quotes for a new plow truck. His recommendation is to replace the above-noted unit with a new Ford F-250 4x4 with Western snowplow from C Wimberley Automotive Group in the amount of \$28,489.

RECOMMENDATION

I recommend that City Council authorize the purchase of a new Ford F-250 4x4 with Western snowplow from C Wimberley Automotive Group for a cost of \$28,489.

Councilmember Schuur moved and Councilmember Dodd seconded that the recommendation of the City Manager be adopted.

ADOPTED unanimously.

3. Purchase of John Deere Loader

From the City Manager:

PURCHASE OF FRONT END LOADER

DOWAGIAC CITY COUNCIL MEETING

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In 2012-13 the City's front end loader, unit number 150, has been pulled from service seven times for repairs ranging in cost from \$1,800 to \$3,875. Five of these repairs took place in 2013. Currently, it is out of service with a broken right rear axle and drive train, which will cost over \$25,000 to repair and lease a replacement. The loader is 13 years old and has over 10,000 hours on it.

Because of the hours on the equipment, the number of recurring breakdowns and the costs necessary to put this equipment back in service, it is in the best interest of the City to replace the vehicle rather than repair it. The vehicle is fully depreciated and money for replacement has been set aside in the Motor Pool Fund.

Attached is information from DPS Director Jim Bradford, including a quote for repair and quotes for a new front end loader. It is the recommendation that the City replace the above-noted unit with a new John Deere 344K Loader from West Side Tractor Sales in South Bend in the amount of \$112,900, less trade in value of \$8,000 and a 50% rebate of rental costs in the amount of \$4,185, for a total purchase cost of \$100,715. This unit is the same size as the old loader.

RECOMMENDATION

I recommend that City Council authorize the purchase of a new John Deere 344K Loader for the total cost of \$100,715.

Councilmember Burling moved and Councilmember Schuur seconded that the recommendation of the City Manager be adopted.

ADOPTED unanimously.

RESOLUTIONS

1. Resolution to amend and extend the Professional Consulting Services/Confidentiality and Non-Compete Agreement with LaGrow Consulting for economic development services.

Councilmember Dodd offered and moved the adoption of the following resolution; seconded by Councilmember Burling.

WHEREAS, the City of Dowagiac currently contracts with LaGrow Consulting for the services of Cindy LaGrow to provide certain economic development services for the City of Dowagiac; and,

WHEREAS, both the City and LaGrow Consulting mutually agree that it would be beneficial for Ms. LaGrow to continue those current responsibilities; and,

WHEREAS, the City and Ms. LaGrow would like to extend and amend the current agreement (Exhibit A) for economic development services.

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NOW THEREFORE, BE IT RESOLVED that the City Council hereby authorizes execution of an agreement between the City of Dowagiac and LaGrow Consulting for economic development consulting.

ADOPTED unanimously.

2. Resolution to authorize the City Manager to execute a "Final Form Agreement for Sale of Real Estate" for sale of City-owned property located at 317 Pokagon Street to Mr. and Mrs. Trevor Nilson.

City Property Sale; 317 Pokagon Street; Mr. and Mrs. Trevor Nilson; \$300.00

Council member Dodd offered and moved the adoption of the following resolution, seconded by Council Member Burling.

WHEREAS, at the January 27, 2014 City Council meeting by way of an adopted resolution introducing same, the Dowagiac City Council approved of a final-form resolution authorizing the conveyance of City-owned, real property in accordance with the provisions of Section 14.9 of the City Charter, and the specifications outlined in the City Council Policy enacted on June 21, 1993, and;

WHEREAS, having now remained on file for public inspection with the Office of the City Clerk for in-excess-of the minimum twenty-one (21) day period required by the City Charter, the City of Dowagiac wishes to formally convey and sell the parcel of surplus real property legally described in Exhibit "A", commonly known as 317 Pokagon Street in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-100-264-00, to Mr. and Mrs. Trevor Nilson, for the total sale price of three hundred dollars (\$300.00).

NOW, THEREFORE, BE IT RESOLVED that the Dowagiac City Council, by the affirmative roll call vote of five or more of its City Council Members, does hereby adopt and approve the sale and conveyance of City-owned real property legally described in Exhibit "A", commonly known as 317 Pokagon Street in the City of Dowagiac, according to the recorded plat thereof, and more commonly referred to as Parcel Code No. 14-160-100-264-00, to Mr. and Mrs. Trevor Nilson, for the total sale price of three hundred dollars (\$300.00).

BE IT FURTHER RESOLVED that the said conveyance shall be accomplished by means of the transfer of a Quit-claim Deed, as prepared by the City Attorney, signed by the Mayor and Clerk respectively of the City of Dowagiac, and executed within thirty (30) days following adoption of this resolution.

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ADOPTED unanimously on a roll call vote.

3. Resolution to revise Building Department permit fees.

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Dodd.

WHEREAS, the Dowagiac City Code provides that under Chapter 18, Article II, Section 18-29; Dowagiac Zoning Ordinance; Chapter 15, Section 15.5(B); Section 15.9(B), Chapter 21, Section 21.7; Chapter 22, Section 22.2(C), the City Council may set fees for the various permits required by the State Construction Code (including building, electrical, plumbing and mechanical), zoning fees (including ordinance amendments, conditional use permits and variances), and swimming pool permits, and;

WHEREAS, the City Administration has prepared the attached proposed fee schedule for review and approval by the City Council.

NOW, THEREFORE, BE IT RESOLVED that the Dowagiac City Council hereby adopts the attached fee schedules to be effective April 1, 2014.

ADOPTED unanimously.

4. Resolution to authorize budget amendments for fiscal year 2013-14.

Councilmember Burling offered and moved the adoption of the following resolution; seconded by Councilmember Gross.

WHEREAS, the City administration has reviewed the attached budgets for the 2013-14 fiscal year and the actual revenues and expenditures through February 15, 2014; and

WHEREAS, the City administration recommends revision of the attached budgets in accordance with the latest projections available; and

WHEREAS, the attached report for these funds indicates the current budget and the recommended budget revisions.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of its City Council, does hereby adopt the attached, recommended revised budgets.

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ADOPTED unanimously.

5. Resolution to establish poverty exemption guidelines for 2014.

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Hunt.

WHEREAS, the adoption of guidelines for poverty exemptions is required of the City Council; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, the City Assessor has drafted and recommended to City Council guidelines and policy that complies with applicable state laws.

NOW, THEREFORE, BE IT HEREBY RESOLVED that City Council does approve the attached Poverty Exemption Policy & Guidelines (Revised February 2014); and

BE IT FURTHER RESOLVED that the Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

ADOPTED unanimously.

6. Resolution to authorize and direct the City Treasurer to pay the following bills and payroll due:

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Burling.

WHEREAS, the following information has been reviewed by the City Manager and City Treasurer and is being presented to City Council with a recommendation to approve invoices and payroll #11 for the period ending 2/20/14:

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Invoices: 580,104.27
Payroll: 178,611.72
Total: \$758,715.99

BE IT RESOLVED that the City Manager and City Treasurer are hereby authorized and directed to pay the following bills and payroll due:

Invoices	Payroll	Total
\$580,104.27	\$178,611.72	\$758,715.99

ADOPTED on a roll call vote.

Ayes: Six (6) Burling, Dodd, Gross, Hunt, Laylin and Schuur

Nays: None (0)

Absent: None (0)

Abstain: None (0)

Upon motion by Councilmember Dodd and seconded by Councilmember Schuur, the Dowagiac City Council adjourned at 7:25 p.m.

Donald D. Lyons, Mayor

Kevin P. Anderson, City Manager



Chamber of Commerce & DDA

Tour The Grand Old City at www.dowagiacchamber.com

"Visit Dowagiac often. There are so many memorable ways to fill a day, a week or a lifetime."

March 3, 2014

Mayor Don Lyons and City Council
Dowagiac City Hall
241 S. Front St.
Dowagiac, Michigan 49047

Dear Mayor Lyons and City Council:

On behalf of the Dowagiac Downtown Development Authority (DDA) and Greater Dowagiac Chamber of Commerce, I would like to request permission to hold **Dowagiac's sixth-annual Community-Wide Garage Sale Weekend May 16-17**, as we also encourage business owners to join us on the sidewalk, featuring their special-sale merchandise or services.

Last year approximately 70 residential host sites registered to participate in the weekend event as downtown merchants reported positive results in foot traffic, day-visitors and sales. Shop owners reported talking with customers from such surrounding communities as Niles, Buchanan, Cassopolis and Decatur; from South Bend, Granger and Mishawaka, Indiana; and from Paw Paw and Kalamazoo.

In preparation for this year's event, I would like to request:

- the City waive its normal permit charge for those people who register with us for the promotion. We plan to charge an \$8 registration fee. Participants who would like to sell buyers guides can earn back part of their fee. Registration fees will be used to underwrite advertising costs in the 11 publications the event will be advertised in, including the Herald Palladium, South Bend Tribune, Paw Paw Flashes, Berrien Springs Journal Era, Kalamazoo Gazette and the Leader's six publications.
- merchants be allowed to hold sidewalk sales in conjunction with the two-day event;
- and we be allowed to place a banner on display downtown, in advance of the event, to promote the dates for same.

Thank you, in advance, for your kind consideration.

Best Regards,

Vickie Phillipson, Program Director
Dowagiac Downtown Development Authority
and Greater Dowagiac Chamber of Commerce

CITY OF DOWAGIAC
EVENT APPROVAL FORM

Name of Event: Community-Wide Garage Sale Weekend
Date(s) of Event: May 16-17, 2014
Sponsoring Organization: Greater Dowagiac Chamber of Commerce & DDA
Contact Person(s): Vickie Phillipson, Program Director
Contact Person's Telephone: 782-8212

CITY MANAGER:

Final Approval Denial

Comments: _____

Signature _____ Date _____

Department Heads:

Please review the attached event/activity request; indicate conditional approval, approval or denial; and provide comments regarding possible concerns. All comments will be taken under consideration and final approval remains with the City Manager.

DEPARTMENT OF PUBLIC SAFETY:

Approval Approval with conditions Denial

Comments: _____

Signature *St. L. Hill* Date 3/3/14

DEPARTMENT OF PUBLIC SERVICES:

Approval Approval with conditions Denial

Comments: _____

Signature *James Bradford* Date 3-3-14

DOWNTOWN DEVELOPMENT AUTHORITY:

Approval Approval with conditions Denial

Comments: _____

Signature *V. Phillipson* Date 3-4-14

2-28-14

Communication #2

March 10, 2014

To:

Mayor Lyons and Dowagiac City Council

On behalf of Kyle Belew, the owner of the Wounded Minnow Saloon, the Greater Dowagiac Chamber of Commerce respectfully requests permission for the Minnow to once again hold an Event Center (previously known as the Beer Garden) during Summer in the City Festival July 24-27, 2014. The Chamber board wholeheartedly supports this request.

The objectives remain the same- increase attendance by appealing to a younger demographic – which we were successful in doing so last year, as well as drawing in the day tripper from Sister Lakes. We are still working on increasing attendance from the Steve's Run participants.

Things that will remain the same from last year:

Licensing

Insurance

Staffing

Dress Code

SetUp (double fencing, tents, tables)

Tickets for purchases

Safety (fire extinguishers)

County Reserves will be asked to be in attendance .

Port-a-johns (4)

Some changes for 2014 include:

Overall we will be shortening the festival to a 2 day event, with it being held on Friday and Saturday, July 25th and 26th.

However, we will open the festival on Thursday the 24th at the Event Center with a bags tournament and karaoke. Our requested hours of the Event Center:

Thursday 4pm-12am – with entertainment over at 11:00 pm

Friday 4pm-12am –with entertainment over at 11:00 pm

Saturday 7am-12:00am-with entertainment over at 11:00 pm

We will be inviting a service organization to cook breakfast in the Event Center on Saturday morning. The Steve's Run organizers had mentioned that a breakfast would be well received.

We would like a small change in the location of the Event Center. We will be bringing it up to Front Street so that we may benefit from passers by. We will be bringing the north side up

even with the COA to open parking for them behind their building. See attached map.

Also, we turned away many families during daylight hours last year that wanted to come in and eat. We request that we may allow accompanied minors in the Event Center from the hours of 4-8pm Thursday and Friday, and all day Saturday until 8pm. Minors will have a neon colored band for their wrist for easy identification.

In regards to security, we will have the majority we had last year. We will be asking again for 2 reserve deputies. Our head of security will be Joe Wheeler, who will coordinate all volunteers. Volunteers may include chamber members, such as myself since I am on site throughout the event.

The Chamber plans on continuing the expansion of the festival. We brought in extreme sports and dogs last year along with the Event Center and the Taste of Dowagiac. This year we will be adding a few great things as well. We are planning an "Amazing Race" Saturday afternoon. This will encompass downtown as well as some businesses outside of downtown. We will be bringing in more sports oriented vendors, as well as encouraging some of our retailers to participate. To be the festival we want and need it to be, we need your support to close Front Street from Division to Main Street for the duration of the festival. This would be Friday and Saturday. The

Chamber believes this is a safety issue with the increase of pedestrian traffic in 2013, and additional activities and events for 2014. We have polled every business in regards to the closing of Front Street for those 2 days, and all are in agreement, except for one at this writing. I will be talking with that business personally. We will have golf carts to assist in any large purchases (movement to car) and to assist a client from a salon if need be.

The last new event: Action will be using the Event Center on Sunday to hold services, possibly a picnic, and possibly musical entertainment. While Action has not finalized all their activities, the Event Center will be theirs for the day.

Finally, once funding and scheduling are complete we will be giving the updated proposal to you for approval. We need the early approval on this so we may confirm all events.

Thank you for your time!

Respectfully,

Kim MacGregor

DEPOT DRIVE

Trees/Lawn

Restrooms

Refrigerated Trailer

Drink Service

Stage

Seating

Food

Sidewalk

City Hall

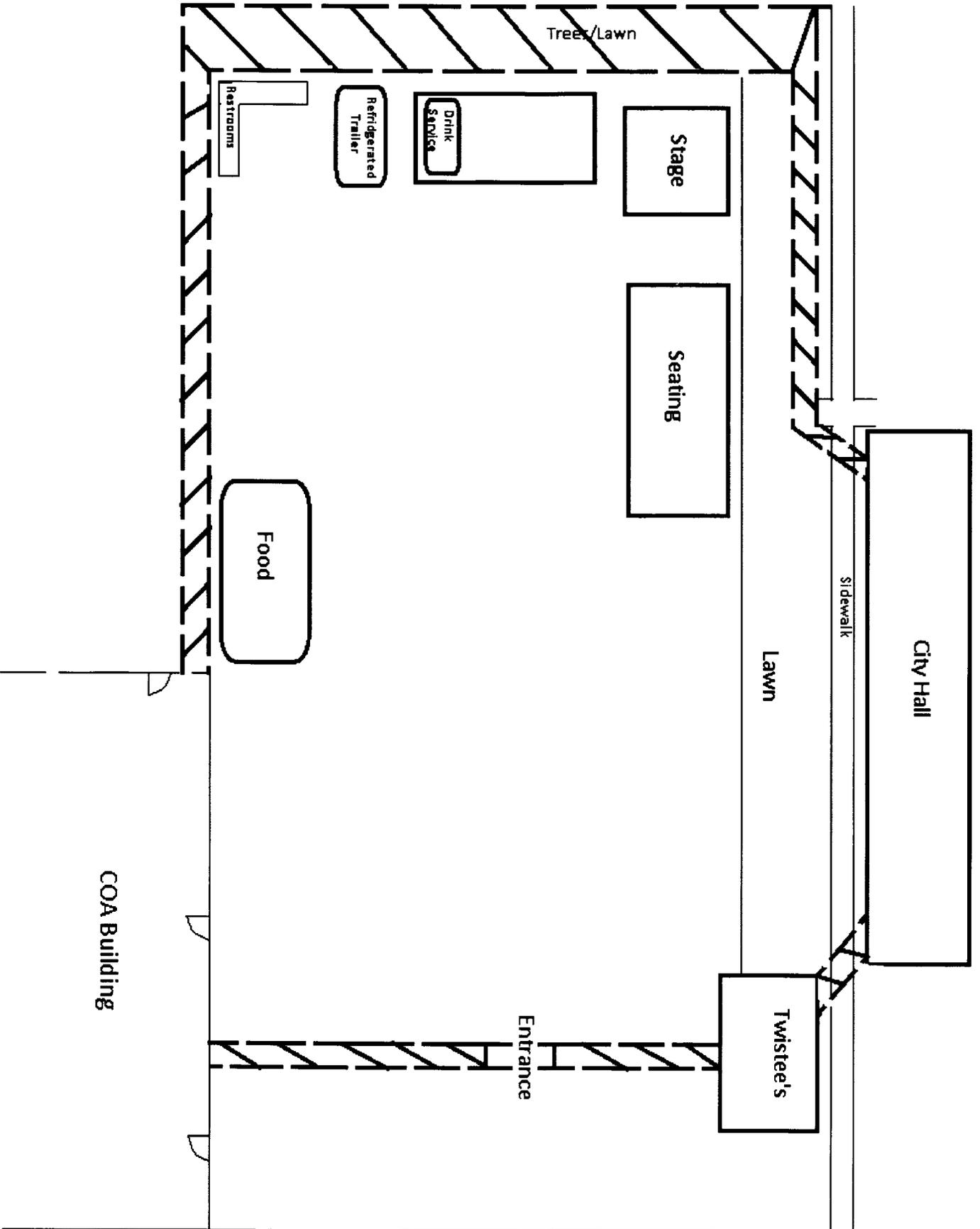
Lawn

Twistee's

Entrance

COA Building

FRONT STREET



CITY OF DOWAGIAC
EVENT APPROVAL FORM

Name of Event: Event Center in Conjunction with Summer in the City Festival
Date(s) of Event: July 24-27, 2014
Sponsoring Organization: Greater Dowagiac Chamber of Commerce on behalf of Kyle Belew
Contact Person(s): Kim MacGregor, President
Contact Person's Telephone: 782-3012 or 316-0619

CITY MANAGER:

Final Approval Denial

Comments: _____

Signature _____ Date _____

Department Heads:

Please review the attached event/activity request; indicate conditional approval, approval or denial; and provide comments regarding possible concerns. All comments will be taken under consideration and final approval remains with the City Manager.

DEPARTMENT OF PUBLIC SAFETY:

Approval Approval with conditions Denial

Comments: _____

Signature *St. L. Hill* Date 3/3/14

DEPARTMENT OF PUBLIC SERVICES:

Approval Approval with conditions Denial

Comments: _____

Signature *James Bradford* Date 3-3-14

DOWNTOWN DEVELOPMENT AUTHORITY:

Approval Approval with conditions Denial

Comments: _____

Signature *J. Phelan* Date 3-4-14

Frm City Mgr #1
March 10, 2014

From the City Manager:

LAWN MOWING BID AWARD

The Department of Public Services has taken bids to contract out for lawn mowing services. A total of seven bids were received. Attached you will find a bid tabulation from DPS Director James Bradford detailing the three lowest bids. The lowest bid is from Simmons Tree & Lawn of Niles, Michigan in the amount of \$238,140. The amount is based on 18 lawn mowings in the city. If there are fewer mowings than 18, the cost will go down. If there are more, the cost will be slightly higher.

The contract would be for three years, which will provide consistency of cost and service.

RECOMMENDATION

I recommend that City Council authorize that the contract be awarded to Simmons Tree & Lawn in the amount of \$238,140.

Councilmember _____ moved and Councilmember _____ seconded that the recommendation of the City Manager be adopted.

ADOPTED unanimously.



INTER-DEPARTMENTAL COMMUNICATION

TO: Kevin P. Anderson
City Manager

FROM: James D. Bradford 
DPS Director

DATE: March 5, 2014

RE: Lawn Maintenance Bids – Three-year contract

As we discussed, both Matt Stack and I have reviewed the Lawn Maintenance Bids that we received on February 10, 2014. We received seven total bids, with the three low bids listed below.

Vendor	2014	2015	2016	TOTAL 3-YEAR BID
1. Simmons Tree & Lawn	\$79,380.00	\$79,380.00	\$79,380.00	\$238,140.00
2. Clean Cut	\$80,875.00	\$84,918.75	\$89,106.50	\$254,900.25
3. MTL	\$85,730.00	\$85,730.00	\$85,730.00	\$257,190.00

After review of the bids received, the following specifications have been met:

MTL:

Several references have been provided.
They have 12 to 15 employees on staff.
They have a large fleet of lawn mowing equipment in stock.
They have a Commercial Pesticide Applicator on staff.

Simmons Tree & Lawn:

Several references have been provided.
They have four employees on staff.
They have equipment, limited in size.
They don't have a current Commercial Pesticide Applicator on staff.

Clean Cut:

No references were provided.
They have four employees on staff
They have equipment, limited in size
They don't have a current Commercial Pesticide Applicator on staff.

After reviewing all the information, it is the recommendation of DPS staff that Simmons Tree & Lawn be awarded the contract. Should you have any questions or need additional information, please let me know.

Frm City Mgr #2
March 10, 2014

From the City Manager:

RUSSOM PARK PLAYGROUND BID AWARD

The bids for Russom Park's playground equipment and surface have been received and the attached report from Gary Carlile details the process that was required by the MDNR Grant agreement. The MDNR has reviewed the bid so City Council is in a position to act on the bids. There are similar bids for playground equipment that will be acted on by Silver Creek Township.

RECOMMENDATION

I recommend that City Council authorize that the following contracts be awarded:

1. Lounsbury Excavating for cement and earthwork in the amount of \$10,900.
2. Miracle Play Equipment for play equipment and assistance in a community build project in the amount of \$15,485.

Councilmember _____ moved and Councilmember _____ seconded that the recommendation of the City Manager be adopted.

ADOPTED unanimously.

RUSSOM PARK PLAYGROUND REPORT AND BID RECCOMENDATION

The City and Township have received bids for the A.D.A. accessible playground at Russom Park. As you recall the playground will be situated as the geographic center of the Park and straddle the common property line of the City and Township. The actual installation of the play equipment will be accomplished through a community build effort wherein volunteers from the community will work with representatives of the successful bidder in the erection of the various components of the play structure.

Bids were advertised and will be awarded for two components; one, being cement curbing, sidewalk, and earth work around the actual play area; and two, the play structure(s) and surfacing to be situated with the curbed area.

The bids received Monday represent the second bid for the playground. The project was initially bid last fall. Unfortunately, we did not receive the required bids per our grant agreement so a second round of bidding was required.

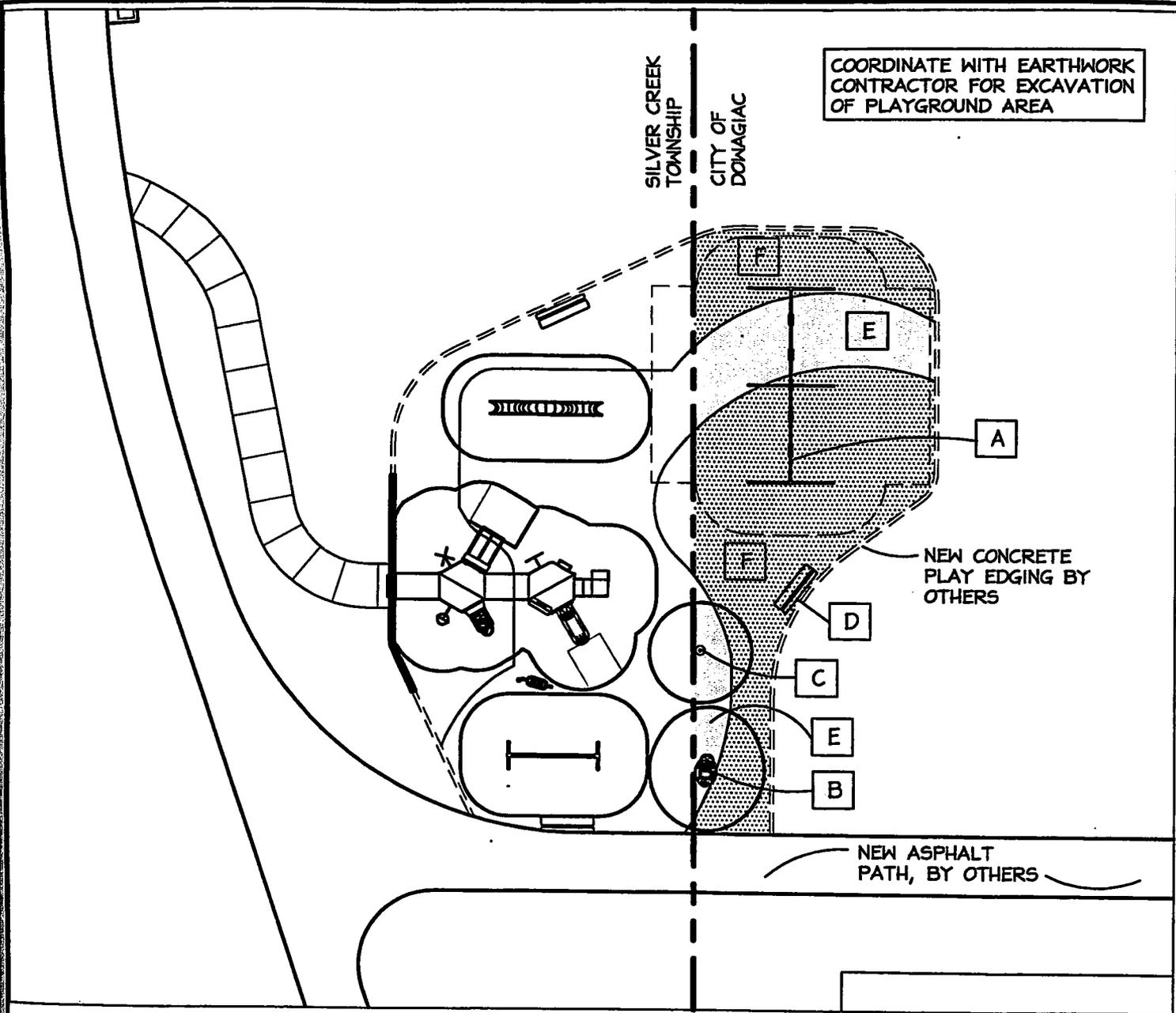
You will note that again, only two bids were received for the cement work (same two bidders) although a third bidder did pick up specifications while the same five play equipment suppliers bid as in the fall. After opening bids, and as we had again received only two bids for cement and earthwork, I contacted Jule Stafford our Grant Coordinator with the DNR Grants Management Division. On 3-5-14 I received e-mail approval to proceed with bid award as our rebid effort met DNR requirements. Bids were as follows:

CEMENT WORK		PLAY EQUIPMENT	
TJM Enterprises Allegan, Michigan	\$12,220.00	Superior Play Equipment	\$23,775.00
		Play World	\$22,064.00
Lounsbury Excavating Paw Paw Michigan	\$10,900.00	Play Environments	\$19,400.00
		Sinclair Recreation	\$17,000.00
		Miracle Play Equipment	\$15,485.00

Based upon the bid tabulation and approval of the DNR Grants Management Division, I recommend that City Council award the bid for cement and earthwork to Lounsbury Excavation of Paw Paw, Michigan and play equipment installation to Miracle Play Equipment of Okemos, Michigan.

COORDINATE WITH EARTHWORK CONTRACTOR FOR EXCAVATION OF PLAYGROUND AREA

SILVER CREEK TOWNSHIP
CITY OF DOWAGIAC



1

Site Layout Plan - East

Scale: 1"=20'-0"

Councilmember _____ offered and moved the adoption of the following resolution;
seconded by Councilmember _____.

WHEREAS, the following information has been reviewed by the City Manager and City
Treasurer and is being presented to City Council with a recommendation to
approve invoices and payroll #12 for the period ending 3/6/14:

Invoices: 194,092.19
Payroll: 121,682.49
Total: \$315,774.68

BE IT RESOLVED that the City Manager and City Treasurer are hereby authorized and
directed to pay the following bills and payroll due:

Invoices	Payroll	Total
\$194,092.19	\$121,682.49	\$315,774.68

ADOPTED on a roll call vote.

Ayes:

Nays:

Absent:

Abstain:

James E. Snow, City Clerk

Vendor	Invoice #	Description	Amount
ACCOUNTING CONSULTANTS, PC	2/15/14	CONSULTING SVC THROUGH 1/15/14	2,295.00
AIRGAS GREAT LAKES	9024620193	ACETYLENE CYLINDER	132.61
ALEXANDER CHEMICAL A CARUS COMPANY	SLS10015403	WTP CHLORINE/FLUORIDE	1,298.90
ALEXANDER CHEMICAL A CARUS COMPANY	SCL10003292	DRUM CREDIT	(415.00)
ALEXANDER CHEMICAL A CARUS COMPANY	SCL10003842	RETURNED CONTAINER CREDIT	(405.00)
AMERICAN ELECTRIC POWER	04819785702	MARCELLUS HWY ST LIGHTS	10.50
AMERICAN ELECTRIC POWER	04005021003	VINEYARD PL LIFT STATION	47.12
AMERICAN ELECTRIC POWER	04461935407	M-62 W LIFT STATION	34.79
AMERIGAS - HARTFORD 5254	3026335785	PROPANE	1,097.55
ANDERSON, KEVIN	3/4/14	CELL PHONE REIMBURSEMENT MAY 2013/FEB	600.00
AUTOMATED ENERGY, INC	18897	AMERIWOOD METER SUBSCRIPTION	105.00
AUTOZONE	2141157633	GLOVES	19.39
BENDER ELECTRIC, INC	16277	WWTP-PUMP OVERLOAD PROTECTION/CLARIFIER	738.70
BERRIEN COUNTY FARM BUREAU OIL CO	665129	LP TANKS	67.92
BORGESS LEE MEMORIAL HOSPITAL	01152632	PRE-EMPLOYMENT DRUG SCREEN-ZUBY	44.50
BORGESS LEE MEMORIAL HOSPITAL	020314	PRE-EMPLOYMENT DRUG SCREEN-REAMES	76.50
BUCK, ROGER	2/16/14	SEWER RODDING REIMBURSEMENT-404 WALNUT	275.00
C WIMBERLY AUTOMOTIVE GROUP	46373	#2 WHEEL COVER	71.42
C WIMBERLY AUTOMOTIVE GROUP	D02198	2014 FORD F-250 (NEW #9)	28,489.00
CARLILE, GARY	2/20/14	CHRISTMAS TREES	972.00
CASS COUNTY FIREMEN'S ASSOCIATION	2/14	ANNUAL DUES	35.00
CHET NICHOLS, INC	436462	WINDSHIELD SOLVENT/#110-AIR FILTER	53.32
CHET NICHOLS, INC	436244	MINI LAMP	19.40
CHET NICHOLS, INC	433068	SNOW BLOWER GLOVES	135.68
CINTAS LOCATION #336	5000942093	FIRST AID KIT-WWTP	123.42
CINTAS LOCATION #336	5000942094	FIRST AID KIT-DPS GARAGE	99.46
CINTAS LOCATION #336	5000942095	FIRST AID KIT-CITY HALL	36.95
CMP DISTRIBUTORS, INC	39810	UNIFORM HOLSTER-ZUBY	75.95
COMCAST	8771402380021236	INTERNET SERVICE-CH	119.78
COMMUNITY ANSWERING SERVICE	262803032014	DISPATCHING SERVICES	268.80
CONESTOGA-ROVERS & ASSOCIATES	450132	MONITORING PLAN ACTIVITIES	633.00
CONESTOGA-ROVERS & ASSOCIATES	450133	2013 OMM ACTIVITIES	1,451.63
CREATIVE VINYL SIGNS	25762	2" NUMBERS	7.00
DAUS, BRENT	206955	SEWER RODDING-317 N FRONT	225.00
DAUS, BRENT	206954	SEWER RODDING-106 CLARK	225.00
DIG-IT EXCAVATING, INC	1064	CAMERA LINE/LOCATE BLOCKAGE-317 N LOWE	150.00
DLT SOLUTIONS, INC	SI246491	ANNUAL AUTOCAD SUBSCRIPTION	1,890.58
DOWAGIAC CLEANERS	3/1/14	UNIFORM CLEANING	49.00
ELMER'S LOCKSMITH	6576	WWTP-DOORS/HINGES	4,029.00
FLEETMatics USA, LLC	IN192241	VEHICLE TRACKING SERVICE	40.00
FLEIS & VANDENBRINK ENGINEERING INC	37232	WWTP-PROJECT PLAN AMENDMENT	1,007.67
FORREST FIN, LLC	8	GRANT ELIGIBLE EXPENDITURES	19,600.00
FREDRICKSON SUPPLY, LLC	9795	#MT6 HEATER MOTOR/HEATER FAN	304.99
FRONTIER	23118907970401035	PHONE SERVICE 1/20-2/19	1,776.18
GALETON	1168961-00	GLOVES	67.60
GARAGE DOORS PLUS MORE, INC	1166	OVERHEAD DOOR REPAIRS	1,621.73
GRAMES TIRE & BATTERY, INC	2785	#9 TIRE REPAIR	16.00
GRAPHIC CONTROLS, LLC	LH1933	WWTP-CHLORINE SYSTEM CHARTS	137.10
GREEN, JERMAINE	02/26/2014	UB deposit refund for account: 15-0321-1	80.00
GREEN, JERMAINE	02/26/2014	UB deposit refund for account: 15-0321-1	150.00
HAAS ALARMS AND SERVICE, INC	060117	FIRE ALARM SERVICE CALL-CITY HALL	70.00
HAAS ALARMS AND SERVICE, INC	060122	ANNUAL FIRE ALARM TEST-CITY HALL	315.00
HACH COMPANY	8695401	WWTP LAB SUPPLIES	454.00
HACH COMPANY	8714474	WTP LAB SUPPLIES/WWTP TANK SAMPLER	521.62
HALE'S HARDWARE, INC	C55962	GARDEN HOSE	16.48

Vendor	Invoice #	Description	Amount
HALE'S HARDWARE, INC	C55941	GARDEN HOSES/FEMALE CONNECTORS	133.34
HALE'S HARDWARE, INC	D38258	TORCH KIT/GAS CYL/RATCHET/PLIERS/BLEACH	71.92
HALE'S HARDWARE, INC	D38688	SCREWDRIVER BITS	3.96
HALE'S HARDWARE, INC	D38592	CONNECTORS/HOSE	91.13
HALE'S HARDWARE, INC	C55490	BATTERIES	14.54
HALE'S HARDWARE, INC	C56394	#104 GALV CAP/FASTENERS	14.80
HALE'S HARDWARE, INC	C56500	WIRE CONNECTORS/BATTERY CLIPS/TERMINAL	14.01
HALE'S HARDWARE, INC	C56539	GAS CYLINDERS	11.97
HALE'S HARDWARE, INC	C56661	SHOWERHEAD/AERATORS	12.68
HALE'S HARDWARE, INC	D38087	GDN HOSE/HOSE CONNECTOR	45.09
HANSON BEVERAGE SERVICE	826294	DISTILLED WATER	12.00
HARDIN, R WAYNE	3/3/14	BUILDING PERMIT INSPECTIONS 1/1/14-	821.20
HARDING'S MARKET, INC	337017	OPERATING SUPPLIES	32.96
HARTLINE, BOBBIE JO	3/1/14	CONSULTATION WORK-FEB	1,755.00
HI-TECH SMR COMMUNICATIONS	17677	RADIO REPAIR	130.34
HI-TECH SMR COMMUNICATIONS	17577	PAGER REPAIR	160.00
IACP	1001103918	MEMBERSHIP RENEWAL-GRINNEWALD	30.00
IBEX INSURANCE AGENCY	3/14	HEALTH INSURANCE PREMIUM-3/14	48,829.56
INTERNET BUSINESS SOLUTIONS	14037	MONTHLY WEBSITE MTCE	39.95
INTERSTATE BATTERY	40016269	LIFT STATION BATTERY	99.80
INTERSTATE BATTERY	201783	BATTERY BACKUP	47.90
INTOXIMETERS	459690	OPEN MOUTHPIECES	57.50
JUDD LUMBER COMPANY, INC	2530093	INSULATION	29.98
JUDD LUMBER COMPANY, INC	2530445	REDI-MIX GRAVEL	24.95
JUDD LUMBER COMPANY, INC	2530412	#155 OUTDOOR TIMER	15.49
JUDD LUMBER COMPANY, INC	2530417	RETURN OUTDOOR TIMER	(15.49)
KEENE, BRIAN	2/21/14	SEWER RODDING REIMBURSEMENT	225.00
KOHLES, HARRY	02/26/2014	UB REFUND-PREVIOUSLY PAID BY TITLE	206.57
KOONTZ-WAGNER CONST SERVICES LLC	126568-15	CREW SUPERVISION 11/20-2/18	568.00
KUSA, JAMES	60-3987-12	MILEAGE REIMBURSEMENT-16 MILES	9.04
LAYLIN WELDING, INC	21075	#74 ALT BRACKET/#MT6 STRAIGHTEN PLOW	75.00
LEADER PUBLICATIONS, INC	100734	MISC PUBLICATIONS	897.50
MI ASSOCIATION CHIEFS OF POLICE	2270	SERGEANT PROMOTION TESTS	355.00
MI COMMUNITY ACTION AGENCY ASSOC	3/14	EU-MONTHLY PYMT ALLOCATION-3/14	11,408.42
MICHIGAN CAT	CC3879801	#74 ALTERNATOR-CORE RETURN	(86.07)
MICHIGAN CAT	PD3856456	#74 BRACKET/SPACER	273.23
MICHIGAN CAT	PD3856459	#74 WASHERS	0.78
MICHIGAN CAT	PD3856461	#74 BOLT	1.99
MICHIGAN SECTION, AWWA	DT-2732602	MATH/HYDRAULICS COURSE-GRANT	300.00
MICHIGAN SECTION, AWWA	DT-2712403	MATH/HYDRAULICS COURSE-GILLESBY	300.00
MICHIGAN SECTION, AWWA	DT-9273828	MATH/HYDRAULICS COURSE-HADLEY	300.00
MICHIGAN STATE UNIVERSITY	3/5/14	PESTICIDE APPLICATOR LICENSE EXAM REVIEW	25.00
MIDWEST ENERGY	3503301	CCWS-WATER TOWER	1,582.88
NASH SERVICES, INC	13341	#103 REPLACE BRAKE CHAMBERS	187.50
NORTH AMERICAN SALT COMPANY	71123339	ROAD SALT-SEASONAL BACKUP 13/14	2,872.83
NORTH AMERICAN SALT COMPANY	71136287	ROAD SALT-SEASONAL BACKUP 13/14	1,323.10
PLUMMER'S ENVIRONMENTAL SERVICES	90354	THAW SEWER MAIN-THICKSTUN	1,850.00
POWER LINE SUPPLY, INC	5802828	2" ELBOW CONDUITS	52.80
POWER LINE SUPPLY, INC	5805705	HARD HATS/RAIN SUIT/GLOVES	218.00
PRAIRIE RONDE REALTY	1769	MARCH RENT-DART	150.00
PRECISION DATA PRODUCTS	I0000402391	PRINTER INK CARTRIDGES	122.89
PRECISION DATA PRODUCTS	I0000401916	HARD DRIVE ADAPTER	35.50
PRECISION DATA PRODUCTS	I0000402903	WIFI ACCESS POINTS	227.24
PRECISION DATA PRODUCTS	I0000402104	PRINTER CARTRIDGES	72.50
PREFERRED PRINTING, INC	26703	SHIPPING CHARGES	53.44

Vendor	Invoice #	Description	Amount
PREFERRED PRINTING, INC	26718	GENERIC BUSINESS CARDS	34.50
PRIORITY COMPUTER SERVICES, INC	201337	FIRE DEPT MONITOR	262.00
QT TECHNOLOGIES, LLC	49316	CREDIT CARD CONVERSION-PROM MODULE	659.42
QUILL CORPORATION	9903642	JANITORIAL SUPPLIES	79.68
REAL PRO SOLUTIONS, LLC	SP238	CCWS-SNOW PLOWING-PENN PUMP HOUSES	65.00
REAL PRO SOLUTIONS, LLC	SP239	CCWS-SNOW PLOWING-VANDALIA TOWER	55.00
REAL PRO SOLUTIONS, LLC	SP234	CCWS-SNOW PLOWING-PENN PUMP HOUSES	65.00
REAL PRO SOLUTIONS, LLC	SP235	CCWS-SNOW PLOWING-VANDALIA TOWER	55.00
REAL PRO SOLUTIONS, LLC	SP236	CCWS-SNOW PLOWING-VANDALIA TOWER	55.00
REAL PRO SOLUTIONS, LLC	SP237	CCWS-SNOW PLOWING-PENN PUMP HOUSES	65.00
RELIABLE DISPOSAL, INC #646	0646-000848646	DUMPSTERS/TRASH CART 3/14	544.53
ROSENTHAL, JAMES	597719	SEWER RODDING REIMBURSEMENT	300.00
RUTKOWSKIE, JASON	2911323858	CELL PHONE REIMBURSEMENT 1/10-2/9	60.00
SAFEWARE, INC	3391306	AED BATTERY	258.82
SALTZMAN, LEAH	3/3/14	SEWER RODDING REIMBURSEMENT	225.00
SCHERR, ROZANNE	3/4/14	CELL PHONE REIMBURSEMENT 9/13/13-2/14/14	360.00
SEMCO ENERGY GAS COMPANY	0161871.500	GAS SERVICE 1/15/14-2/13/14	12.44
SEMCO ENERGY GAS COMPANY	0149138.502	GAS SERVICE 1/3/14-2/3/14	299.49
SIMPSON, KEN	140308	ELECTRICAL INSPECTIONS	617.60
SLC METER LLC	27592	5/8" METER SETTINGS	555.40
SOUTH BEND UNIFORM	8477	UNIFORM-BEHNKE	121.90
STATE OF MICHIGAN	3/5/14	PESTICIDE APPLICATOR LICENSE EXAM-	150.00
STATE OF MICHIGAN	ME-0200312	SALES & TAX-FEB 2014	17,723.81
STATE OF MICHIGAN-MDEQ	3/6/14	DISTRIBUTION CERT EXAM APP FEES-	280.00
STATE OF MICHIGAN-MDEQ	2/20/14	WWTP CERTIFICATION RENEWAL-COX	95.00
STATE OF MICHIGAN-MDEQ	2/24/14	DISTRIBUTION CERT EXAM APP FEES-HADLEY	140.00
STATE OF MICHIGAN-MDEQ	2/20/14	LTD TREATMENT CERT EXAM APP FEES-STEVENS	70.00
STATE OF MICHIGAN-MGT & BUDGET	MPSCS-23567	RADIO SUBSCRIPTION FEE 4/1/12-9/30/12	25.00
STATE OF MICHIGAN-MGT & BUDGET	14-000699	RADIO SUBSCRIPTION FEE 10/1/13-3/31/14	25.00
THE RIDGE COMPANY	551834	#MT6 OIL FILTER	7.82
THE RIDGE COMPANY	551562	#MT6 REAR AXLE/DIFF GASK SET	7.76
THE RIDGE COMPANY	551693	#MT6 GEAR BOX PARTS/PLIERS/FLR	588.15
THE RIDGE COMPANY	552337	#150 ANTENNA	5.88
THE RIDGE COMPANY	552390	#102 SNOW PLOW GUIDES	11.62
THE RIDGE COMPANY	552734	FLOOR DRY/ARMOR ALL	35.88
TOXOPEUS, DAVID	287248782175	CELL PHONE REIMBURSEMENT 1/19-2/18	60.00
UNDERGROUND PIPE & VALVE, INC	706709	CONTROL SWITCHES	417.50
UNUM LIFE INSURANCE CO OF AMERICA	3/14	LIFE INSURANCE-3/14	1,109.65
VAN BUREN/CASS CO HEALTH DEPT	11202013	HEPATITIS B IMMUNIZATION	47.00
VERIZON WIRELESS	9720470377	CELL PHONES-PERIOD ENDING 2/21/14	1,478.63
VO, THUOC	03/03/2014	UB refund for account: 08-0424-5	74.33
WEST SHORE FIRE REPAIR, INC	7151	AIR PACK REPAIR	712.50
WIGHTMAN & ASSOCIATES, INC	46505	BUSINESS PARK CONDOMINIUM AMENDMENT	17,150.00
WIGHTMAN & ASSOCIATES, INC	46502	MIDDLE CROSSING/M-51 CMAQ PROJECTS	245.03
WIGHTMAN & ASSOCIATES, INC	46467	2013 BIENNIAL BRIDGE INSPECTIONS	1,387.40
ZBATTERY.COM, INC	I165879	FLASHLIGHT BATTERY	22.50
ZBATTERY.COM, INC	I165960	FLASHLIGHT BATTERY	15.99
Total:			194,092.19